

Moses Anshell Internship Program

Moses Anshell is an integrated marketing firm, with advertising, interactive, media and public relations all under one roof. Although we are separated into departments, the integration is key to our success; all disciplines are coordinated, so strategies, messaging and insights are consistent throughout the agency. The atmosphere at Moses Anshell is fast and fun, requiring people who can switch gears at a moment's notice while still tossing a ball to one of our many office dogs who may interrupt a client meeting.

INTERNSHIP INFORMATION

MA offers internships during the fall, spring and summer in several departments. This internship is unpaid. We do our best to make this internship valuable to you for real world experience. We will work with you and your school to ensure that you receive college credit for the internship, if desired.

JOB DESCRIPTION

Job descriptions are on the following pages for each of our departments offering internships. Please read each one carefully to determine which one meets your skills and/or interests you the most.

PROCESS

SEMESTER	APPLICATIONS DUE	INTERVIEWS	SELECTION
Fall	September 4 th	early September	mid September
Spring	October 31 st	early November	late November
Summer	March 31 st	early April	late April

Application – Your application should include a resume and cover letter. If you are applying for an internship in the Creative department, please also include a portfolio of your work. Please indicate on your cover letter if you will need to relocate to Arizona if selected for the internship.

Your resume and cover letter should be combined together into one PDF. The name of the file should be your full name (ex. "John_Smith"). Word documents will be accepted but a PDF is preferred. Don't forget to address your application to the appropriate contact person listed in the job description for the internship you are applying for. If applying for more than one internship, please submit only one application and address it to all the appropriate contact people listed in order of preference.

Interview – Each internship coordinator will review all applications received for their specific internship and then select the top candidates for an interview. If selected, you will be asked to come to the office for an interview. Interviews can be held by phone if you do not live in the Valley.

Selection – Each internship coordinator will select the candidate that is right for their department. All candidates will be notified.

HOW TO APPLY

Send your completed application to info@mosesanshell.com.

CLIENT SERVICES INTERN

Contact: Jessica Quijada – Manager, Client Services

WE ARE:

The client services department serves as the main point of communication between the client and the agency. We oversee the integration of each department to ensure our clients goals and objectives are met...with a smile.

WE NEED:

A hardworking, ambitious, detail-oriented intern for our client services department

YOU HAVE:

- An interest in understanding all of the ins and outs of advertising
- Microsoft Office Suite proficiency
- A positive attitude and proactive work ethic
- A sense of humor and creativity

YOU WILL:

- Attend client meetings including regularly scheduled status meetings and strategic planning meetings
- Assist Client Service Managers and coordinators in preparing for meetings including preparation of agendas/materials, conference room set-up, etc.
- Take notes and assist in writing of conference reports for meetings detailing action items and next steps
- Assist with research related to client's businesses, their industry, consumer trends, new business pitches, etc.
- Assist with administrative responsibilities including monthly billing, faxing, emailing, etc.
- Participate in internal agency "team meetings"
- Assist with "job requests" and "change orders" and monitor deadlines with the traffic department

YOU ARE:

- Incredibly smart, but not in a way that makes you want to explain quantum physics to us. We get it already!
- Going to impress us so much that we fight over which of us gets to use you
- Personable and able to build lasting relationships with colleagues, clients and vendors

YOU BELIEVE:

- In sound strategy. It's not about reaching the most people, it's about reaching the right people
- Work should be fun

PUBLIC RELATIONS INTERN

Contact: Marina Renneke – Manager, Public Relations

WE ARE:

The public relations department is responsible for story generation, media pitching, expert client positioning, and development of strategic and comprehensive PR plans.

WE NEED:

- A hardworking, ambitious intern for our public relations department

YOU HAVE:

- Familiarity with and some experience in public relations
- Microsoft Office Suite proficiency, i.e., good computer skills
- Good writing skills
- Knowledge of AP Style
- A sense of humor and creativity
- Good phone skills with the ability to comfortably make cold calls to reporters

YOU WILL:

- Gain a strong understanding of an agency setting and the PR department's place within
- Master basic PR skills including writing, pitching and planning
- Evaluate and measure public relations opportunities and efforts
- Interact and build relationships with local media
- Have good ideas and share them, even when they are not directly related to the public relations department

YOU ARE:

- Incredibly smart, but not in a way that makes you want to explain quantum physics to us. We get it already!
- Going to impress us so much that we fight over which of us gets to use you
- Personable and able to build lasting relationships with colleagues, clients and media

YOU BELIEVE:

- In sound strategy. It's not about reaching the most people, it's about reaching the right people
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